Job Description
As of March 25, 2019

Job Title: Site and Education Manager  SetID: AHCMH SA
Job Family: DCSSA  Job Code: 2018005
Job Code Effective Date: 02/13/19

Job Summary:
Insures that quality Early Childhood Education services that support school readiness are delivered in a coordinated, integrated manner; is responsible for regular center visits to provide monitoring, coaching and support to the center education staff; responsible for meeting Head Start Performance Standards and following Agency policies and procedures.

Responsibilities:
Center Resource
• Support center teams in providing quality Early Childhood services
• Assist and guide center staff in working with children with challenging behaviors
• Conduct CLASS assessments for teachers, as assigned
• Complete and/or review and provide feedback on the environment checklist and weekly lesson plans for teachers, as assigned
• Conduct monthly site visits to assigned classrooms
• Complete regular classroom observation monitoring forms

Training
• Work closely with the Director of Education to deliver training as outlined in the Education Department Training Plan
• Provide training and technical assistance onsite as necessary and participate in the Education Department group trainings
• Provide training that reflects the individual needs of staff members and/or the education team as a whole
• Support relevant education staff to obtain needed education qualifications including CDA, AA, BA;
• Participate in New Hire Orientation trainings

Supervision
• Work with Director of Education in addressing emergent center issues and needs
• Work with Director of Education and Ed Dept Staff to ensure quality early childhood development performance standards are met
• Provide coaching/mentoring for identified Education staff
• Write Professional Development Plans for assigned staff
• Provide input into staff performance appraisals

Interaction with Children, Parents, and Co-Workers
• Must relate in a positive, nurturing way, both verbally and physically, and be sensitive to the needs of children, parents, and co-workers
• Must use quick, safe reactions and responses in dealing with children or situations that involve children

Work Environment and Safety
• Maintain a safe and pleasant work environment
• Follow safety regulations, policies and procedures
• Actively contribute towards promoting a safe workplace/environment

Complexity of Work:
• Within scope of job, requires critical thinking skills, decisive judgment and the ability
to work with minimal supervision. Must be able to work in a stressful environment.

**Personal Protective Equipment:**
- Follows Standard Precautions using personal protective equipment as required.

**Qualifications**
- Minimum: Bachelor’s Degree and valid license to practice as a RD professional. Four years related experience
- Preferred: Master’s Degree and valid license to practice as a RD professional. Four years related experience
- Bilingual [English/Spanish] Preferred

**Licenses and Certifications:**
- Valid Class “C” Texas Driver License

**Competencies:**
- Customer Focus, Ensures Accountability, Communicates Effectively, Values Differences, Demonstrates Self Awareness, Instills Trust, Business Insight, Strategic Mindset, Builds Effective Teams, Drives Results

**Populations Served**
- [Children and Families in the Early Childhood Programs]